

PART I	DEPARTMENT OF PERSONNEL SERVICES	17.074
	STATE OF HAWAII	
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Class Specifications
for the Class:

PERSONNEL PROGRAM MANAGER

Duties Summary:

Manages a major personnel services functional area involving the planning, development, controlling, and coordination of operations and integration with all other functional areas; and performs other duties as assigned.

Distinguishing Characteristics:

A position in this class, within the central personnel agency, is responsible for the management of a major personnel services functional area both as to basic objectives and long-range program plans, as well as the conduct of operations and activities. The basic character and broad scope of the area with its inherent impact and consequences relative to all other personnel management functions of the State and the independence of management of that area are of crucial consideration in the allocation of positions to this class. Work is performed under general administrative direction and in accordance with broad objectives and personnel management philosophy.

Extensive contacts are for the purpose of developing and maintaining a clear understanding of the principles, concepts, policies, and practices underlying a major functional area of personnel management services. In personal contacts, a strong leadership role is evident.

Examples of Duties:

Plans, programs, directs, and controls a major functional area of statewide personnel management; participates in overall divisional planning and integration of programs; develops and maintains operating and administrative procedures within the broad framework of legal and agency standards and requirements; formulates and recommends broad policy; clarifies, interprets,

applies, and secures compliance with laws, rules and regulations, policies, and procedures; confers and consults with other technical staffs of the department; develops work programs and projects and improvements in activities and operations; controls and assures the effective implementation and conduct of activities; develops a comprehensive program plan and formulates budget requirements; plans and conducts staff meetings; prepares operational and other reports; recommends changes in organization structure; takes leadership in dealing with appellate and employee groups and representatives; prepares and issues special instructions for non-routine and complex assignments; sets performance standards and reviews performance evaluations; recommends personnel needs, changes, and actions and directs and participates in staff training; may serve as relief in the absence of a division chief.

Knowledge and Abilities Required:

Knowledge of: The functions and organizations of State government; personnel management and labor relations concepts, methods and procedures, including organizational and functional relationships within the public sector; pertinent laws, rules and regulations, policies, and directives; public and private sector trends and practices in personnel management and labor relations; principles and practices of public administration; principles and practices of supervision and management.

Ability to: Manage a major personnel services functional area; develop an operating budget and plan and organize program work activities; deal effectively with others in informational, appellate, and other situations; speak and write clearly and concisely; direct and oversee the work of others.

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This is an amendment to the specification for the class Personnel Management Specialist VII approved on January 17, 1973, due to incorporation of managerial level in EMCP in accordance with Act 254, SLH 1980, and a change in title to PERSONNEL PROGRAM MANAGER effective October 1, 1982.

DATE APPROVED: 9/20/82

DONALD BOTELHO
Director of Personnel Services

The code number for the class Personnel Management Specialist VII was changed from 2.872 to 17.074 and the class was incorporated in the Excluded Managerial Compensation Plan effective July 1, 1981, in accordance with Act 254, SLH 1980.